

# iBooks



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## First Step

Select the iBooks icon on the iPad



## Second Step

A message will come up asking you if you want to sync your bookmarks, notes, and collections between devices. Select either "Sync" or "Don't Sync"

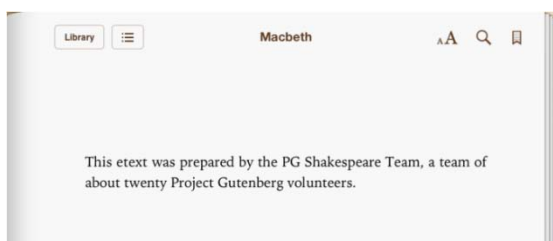


## Open a Book

Select a book to open it



To return to the iBooks library, tap on the screen and select "Library"



## Purchasing a Book

Select "Store"

Search for and purchase a book or select "Library" to return to the iBooks library

Once you have selected a book, enter your Apple ID password if prompted and follow any prompts to purchase the book

By default your newly purchased book will appear under the "Books" collection and can be viewed by selecting it



## Searching for Books

To search for books in your iBooks library, in the Search box enter all or part of the title or author. All books matching the search criteria will be displayed



Clear the text from the Search box to view all books in your collection

## Creating a Collection

To create a new collection select "Collections"



Select "New"

Enter a name for the collection and select "Done"

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To move your books to a different collection, select "Edit"

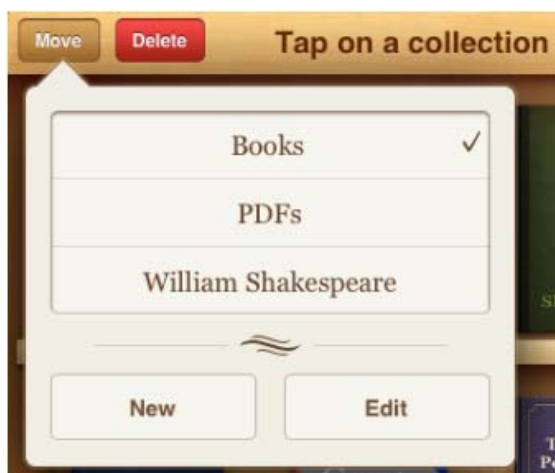


Select the books you want to move



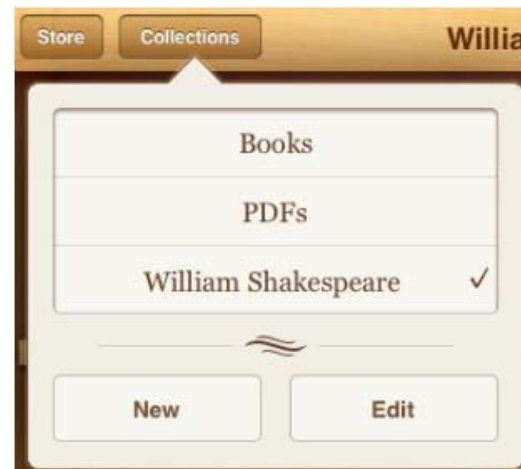
Select "Move"

Select the collection



## Deleting a Collection

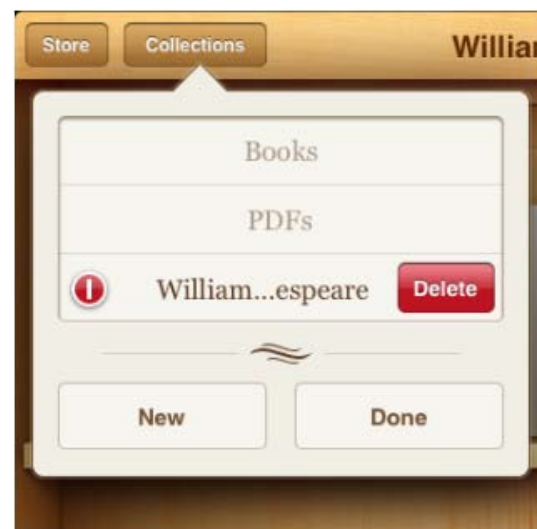
To delete a collection select "Collections"



Select the Collection and select "Edit"

Click on the  icon

Select "Delete"



A message will ask you to remove the collection. Select "Remove"



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## Deleting a Book

To delete a book, select “Edit”



Select the Books to be deleted

Select “Delete”



A message will ask you if you are sure you want to delete the selected items. Select “Delete”

